

3 January 1983

NOTE FOR: [redacted]
Chairman, DCI Secretarial/Clerical MAG

[redacted]

FYI. Just wanted to let you know I thought you did a really good job on this memo to the Executive Director. I would encourage you and the MAG to do more of this in the future.

Was also glad to see your plans for updating the Correspondence Handbook. I am sure [redacted] would be glad to help out in providing any guidance on current DCI/DDCI preferences, etc.

Regarding your plans outlined in para 7, in case you haven't thought of it, [redacted] could probably give you some good ideas which would be helpful for your April session.

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